



Job Location: 400 Deaderick St, Nashville TN 37243

Creative Services Coordinator

The Department of Human Services (DHS) mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The DHS Public Information and Legislative Office (PILO) facilitates public, media, legislative, and customer requests. The communications team within PILO has a dual focus on both external and internal communication. External communication efforts include proactive public relations strategies, social media outreach, and responding to media requests and inquiries. Internal communication efforts include employee and partner outreach through collaboration, newsletters, and a variety of communication materials. Together, the communications team works to implement communications strategies that are supportive of the Department's mission and program needs.

The Creative Services Coordinator reports to the Director of Communications, and would play a key role in developing the visual aspects of communication strategy, assist with content development, assist in enhancing DHS' web presence, and more.

Position Responsibilities:

- Create visual concepts to communicate ideas that inspire, inform, or captivate audiences.
- Develop layout and production design for various communication materials (flyers, annual reports, brochures, both in print and digital formats) to create consistency and enhance the DHS visual image.
- Serve as an additional web content producer for DHS, including making content changes, building web pages using the Adobe content management system, proofreading web pages for errors, inconsistencies, and make corrections as needed. Amplify web presence and effectiveness of both internal and external websites.
- Serve as a liaison on various projects involving state, local, and community partners as it relates to communication efforts.
- Support PILO team, including the Director of Communications, Press Secretary, and Director of Customer Services on various projects.

Position Requirements:

- **Proficient in Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc)**
- **Excellent writing and editing skills**
- **2-3 years of work experience**
- **Graduation from an accredited college, university, or technical school in which communications and/or graphic design was the applicant's primary area of study.**
- **Ability to work with a multi-disciplinary group of colleagues clearly and collaboratively**

Successful Candidate Profile and Desired Competencies:

The successful candidate will have demonstrated expertise in graphic design, excellent written and oral communications, effective communication skills, creative thinking, and the ability to convey detailed concepts in creative ways.

- **Functional/Technical Skills**
- **Technical Learning**
- **Creativity**
- **Innovation Management**
- **Process Management**
- **Priority Setting**
- **Time Management**
- **Action Oriented**
- **Written Communications**
- **Customer Focus**

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

How to Apply:

- Please submit resume and portfolio outlining your related experience to talent.management.dhs@tn.gov by November 23, 2018. All email submissions must include in the subject line: **Creative Services Coordinator**
- **Target Salary: \$47,500.** Salary will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background check.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.